

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**EQUAL OPPORTUNITY PROGRAM OFFICER**

**I. INTRODUCTION**

**A. Purpose of This Classification Specification**

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional positions that perform a wide range and combination of program administration activities in equal opportunity program areas. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

**B. Inclusions**

The positions in this classification are professional positions responsible for administration of a State agency's internal affirmative action program and may also be responsible for its external program responsibilities in areas such as affirmative action, equal employment opportunity, or other similar equal opportunity and non-discrimination programs and activities. Positions must meet the definition of confidential or management in s. 111.81 (7) or (13) Wis. Stats., respectively, to be appropriately classified as an Equal Opportunity Program Officer. Positions also meet the definition of supervisor contained in s. 111.81 (19), Wis. Stats., or are formally designated as the leadworker of other positions classified as Equal Opportunity Program Specialist or Equal Opportunity Specialist.

**C. Exclusions**

Excluded from this classification are the following types of positions:

1. Positions which are, for a majority of the time, engaged in professional activities in connection with an agency's internal affirmative action/equal opportunity program or a segment of that program and are more appropriately classified as Equal Opportunity Program Specialist.
2. Positions which are, for a majority of the time, engaged in administering or performing professional work in a program to employ economically disadvantaged persons and persons with disabilities in non-paid and paid, temporary and permanent employment opportunities in state agencies and are more appropriately classified as Equal Opportunity Program Specialist.

3. Positions that are, for a majority of the time, engaged in paraprofessional activities in support of an affirmative action/equal opportunity program and are more appropriately classified as Program Assistant.
4. Positions that are, for a majority of the time, engaged in investigating and resolving civil rights, labor standards, prevailing wage and other complaints relating to selected actions by state agencies in their capacity as an employer and are more appropriately classified as Equal Rights Officer.
5. Positions that are, for a majority of the time, engaged in professional activities in connection with an agency's external affirmative action/equal opportunity program or a segment of that program and are more appropriately classified as Equal Opportunity Specialist.
6. Positions located in the Department of Employment Relations that for a majority of the time, assist and monitor the affirmative action plan and program development activities of all state agencies, and are more appropriately classified as Executive Equal Opportunity Specialist.
7. Positions that do not meet the definition of confidential or management as defined in s. 111.81, Wis. Stats.
8. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## II. DEFINITIONS

### **EQUAL OPPORTUNITY PROGRAM OFFICER**

Positions are directly and totally responsible for all aspects of an agency's equal opportunity program. Positions function as a program director within a diversified and highly complex equal opportunity program of substantial scope and sensitivity such as those found in major state agencies (i.e., more than 1,500 FTE positions). **Positions function as lead worker or supervisor to one or more positions classified as Equal Opportunity Program Specialist or Equal Opportunity Specialist in conjunction with their program activities.** Positions are responsible for the administration of activities relative to affirmative action, equal employment opportunity, diversity and/or other similar equal opportunity and non-discrimination programs for a state agency. Program direction is defined as implementation, monitoring and evaluation of formal plans of action; development and administration of the necessary program components; implementation of the plan and provision of consultation and assistance to agency management and employees; and performance of other activities necessitated by and associated with these areas of program responsibility. Positions are delegated agency-wide program responsibility and authority over the program activities; and function as the agency's representative/liaison in matters relating to equal opportunity programs and activities. The work requires the application of a comprehensive knowledge of affirmative action/equal opportunity programs and regulations and of the organizations, groups, and individuals affected by these programs. The work is performed under general administrative supervision of higher level administrators within the agency.

#### **Representative Positions:**

Department of Corrections: Reports to the Director, Bureau of Personnel and Human Resources and is responsible for development and administration of the Department of Corrections' equal opportunity, employee

assistance, and employee health and wellness program areas. Program administration activities include development, implementation, monitoring, and evaluation of formal plans of action, oversight and development of necessary program components within the various areas of responsibility; provision of technical advice and assistance to agency management and employees; and performance of other activities necessitated by and associated with these areas of program responsibility. This position is a section chief and is designated as the director of diversity and employee services within the Department of Corrections. This position supervises subordinate professional supervisors and professional staff.

Department of Health and Family Services: Reports to the Director/Deputy Director of the Bureau of Personnel and Employment Relations and is responsible for development and administration of a department-wide affirmative action/equal employment opportunity program and a civil rights compliance program. The position coordinates integration of the affirmative action program into the personnel system and ensures cooperation and compliance with affirmative action initiatives across divisions. The position administers a civil rights compliance program to provide equal opportunity in services delivered to clients by the Department and its employees or by organizations or agencies that receive funds from the Department. This position supervises multiple positions classified as Equal Opportunity Program Specialist.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109. This classification replaced the Equal Opportunity Officer 1-8, Equal Opportunity Officer 1-8 Supervisor and the Equal Opportunity Officer 1-8 Management classifications that were abolished and replaced by this single-level classification in order to accommodate implementation of the expansion of the broadband pay structure, also effective on that date.

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